

Vice-Chairman Bluemke called the meeting to order at 8:03 a.m. Present for today's meeting were Commissioner Falstad and Commissioner Schoepke. Chairman Crowley and Secretary Richards were not present. Others present: Val Ramos, Airport Administration; Keith Markano, Airport Manager; Keith Van De Laarschot, Attorney; Samuel Cryer, Plane Safe Aircraft; Brian Behrens, Spring City Aviation; Josh Siehoff, Spring City Aviation; Gavin Leake, Spring City Aviation; Joe Cottrell, Cottrell Aviation; Kurt Stanich, Airport Operations Assistant; Laurie Stein, Stein's Aircraft Services; Harry Becker, Atlantic Aviation; and Dave Broadfoot, hangar owner.

**Approve/modify meeting minutes of October 14, 2009** – A motion to approve the minutes of October 14, 2009 was made by Commissioner Schoepke with a second by Commissioner Falstad. The motion passed.

**Public comment/correspondence** – None

**Discussion and action Assignment of Lease 532 Northview Road (JRS Holding Inc) to BBJS Investments LLC (Brian Behrens** – Mr. Markano said this was a standard lease assignment. Corporation Counsel reviewed the assignment and informed Mr. Markano that everything was in order. Commissioner Falstad moved to approve the assignment with a second by Commissioner Schoepke. The motion passed.

**Discussion and action on Stein's Aircraft Services LLC draft operating agreement and sublease agreement (2651 Aviation Drive)** – Mrs. Stein apologized to the Commission that she was unable to provide any information to Mr. Markano regarding this agenda item. They have been so busy with their flight business there was not enough time for her to collect the necessary paper work and bring it in to Mr. Markano for review. The Commission did not take action on this item. Tabled for future Commission meeting.

**Discussion and action on changes to conference room policy** – Mr. Markano informed the Commission this item was on the draft agenda and was an error.

**Discussion and action on a request for advertising in airport terminal lobby** – Mr. Markano informed the Commission of a request from Mr. Joe Cottrell to lease space in the terminal building lobby. He would use the space to display his model aircraft. Corporation Counsel informed Mr. Markano that if any space was available, it would be open to the public and a request for proposal would be required. The lobby area is part of the fixed base operator lease agreement and changing this would require County Board approval. Mr. Markano said he has been approached by other businesses interested in advertising or setting up kiosks in the building and this has been denied. It was suggested Mr. Cottrell contact Atlantic Aviation or Spring City Aviation about available room in their areas to display his aircraft models. Mr. Cottrell stated that displaying his aircraft models for sale would help generate revenue for the airport. He informed the Commission that there are other tenants at the airport interested in doing something like this. Vice-chairman Bluemke replied it is not that the County does not know how to generate revenue, it is just that under the present design conditions and the lease to the fixed base operator, there is really no room at the terminal to do this. Discussion only, no action taken.

**Discussion and action on Airport Marketing Plan** – Mr. Markano reviewed the work Carroll University has done. The group is working on contributors to the airport's history, testimonials and a slide show for the airport seventy-fifth anniversary. Surveys have been distributed by e-mail to airport tenants/users for use on the airport economic impact report. Survey responses have been received (about half of what were sent out), but some of the companies replying do not wish to disclose financial information. Mr. Stanich advised the Commission that he contacted some of these companies to explain why their information is so important for the economic impact report. Vice-chairman Bluemke commented the e-mail did not have a spin to it to make it attractive enough for a response. He also stated the e-mail did not look legit. He suggested a cover letter be sent along with future e-mail surveys. Discussion only, no action taken.

**Discussion and action on airport fuel sales** – Commissioner Schoepke asked Mr. Markano about a site for self-fueling. Mr. Markano indicated the Airport Layout Plan shows the north ramp area where they may be a possible location site. Vice-chairman Bluemke suggested if there was interest in self-fueling at the airport the Commission needs to look for a site where this can take place. Mr. Broadfoot provided information on self-fueling for the Commission to look at. The Commission thanked him for this information. Discussion only, no action taken.

**Chairman's report** – None

**Airport Manager's report** – Mr. Markano informed the Commission a snow removal training session took place last week with the new snow removal crew. All of the drivers were present for the training; it was very positive with good results and well received by everyone. Striping on runway 10/28 has been completed. Taxiways C and D were not repainted because there is further work will be done on these. The runway safety area and new gate(s) redesign projects for the airport are still being worked on. Mr. Markano said he is still working to get FAA and BOA funds for these two projects. Mr. Stanich said the tower activity numbers for October are down due to weather conditions. On the status of the towers to the east of the airport, Mr. Markano stated that ANR Pipeline would remove their tower by October of 2010. Verizon will purchase this site and rebuild a tower for their cell phone antenna, and it will comply with the HLZO requirements. The tower on the Payne and Dolan site is still unresolved.

**Future Commission agenda items** – Marketing presentation, minimum standards review, and Commissioner Schoepke requested more information on a fueling site at the airport.

Motion to adjourn by Commissioner Schoepke with a second by Commissioner Falstad. Motion passed.

Meeting adjourned at 8:54 a.m.

Next Regular Commission Meeting: December 9, 2009.

Respectfully submitted

Duane Bluemke  
Vice-chairman  
November 11, 2009